

# Woodchurch Parish Council

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**I hereby give you notice that an Ordinary Meeting of the Parish Council will be held in the Memorial Hall Annexe on Thursday 27<sup>th</sup> June 2024 at 7.00 pm**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving upon the business to be transacted at the meeting as set out below.



Ian Philo (Parish Clerk and RFO)  
21<sup>st</sup> June 2024

(General Power of Competence)

**1. Apologies for Absence**

To receive and approve apologies for absence.

**2. Declarations of Interest**

To hear declarations of interest on this agenda, relating to:

**2.1. Disclosable Pecuniary Interests**

Under Localism Act 2011 relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

**2.2. Other Significant Interests**

Under the Code of Conduct for members relating to items on this agenda, the nature as well as the existence of any such interests must be declared.

**2.3. Other Interests**

Not required to be disclosed under 2.1 or 2.2, but stated for transparency reasons alone, such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

**3. Minutes of the Previous Meeting**

To approve the minutes of the meetings held on Thursday, 30<sup>th</sup> May 2024 as a true record.

**The Meeting will be adjourned for Public Participation:** There will be 15 minutes of the meeting to hear public questions and comments on items on the agenda, and members have 3 minutes to speak.

**The meeting will be reconvened.**

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## 4. Planning Applications for Consideration

### 4.1. [AP-90667](#)

THE TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78

Land between, 82-120 Front Road, Woodchurch, Kent, TN26 3SA.

Reserved matters application for the approval of appearance, landscaping, layout, and scale for the erection of 40 dwellings (including affordable housing and 2 custom-build units), structural planting and landscaping, public open space with ecological enhancements, children's play area, surface water flood mitigation, vehicular access point, and associated ancillary works and infrastructure pursuant to outline planning permission 21/01284/AS

The Parish Council's original objections and comments can be viewed here:

[August 2021](#) and [April 2022](#)

### 4.2. [NOT/2024/1002](#)

Great Engeham Farm, Bethersden Road, Woodchurch, Ashford, TN26 3PU.

Prior notification for change of use of agricultural building to B8 storage and distribution.

### 4.3. [PA/2024/0948](#)

Cruttenden Farm, Brook Street, Woodchurch, TN26 3SR. Proposed detached garage.

### 4.4. [PA/2024/0956](#)

Forkeeps, Shadoxhurst Road, Woodchurch, Ashford, TN26 3PW. Proposed Three Bay Garage.

### 4.5. [OTH/2024/1010](#)

Scout And Guide Headquarters, Lower Road, Woodchurch, TN26 3SQ.

Non-material amendment to planning permission PA/2023/1776 for Construction of a self-contained 6m x 4m shed to allow for changes to the materials, size, and roof design.

## 5. Health and Safety Risk Assessment.

To review and agree the [Health and Safety Risk Assessment](#).

## 6. Parish Council Website.

A new stand alone Parish Council website was budgeted for in 2023-2024, however 2Commune ceased to exist in January 2024. There are very few parish council website hosts that meet the relevant criteria.

Cuttlefish has assumed the hosting of 2Commune and offers accessible website designs for parish councils.

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Netwise is an alternative, serving over 300 councils of various sizes.

Cuttlefish Web one off £600 plus VAT to build website and training. £400 plus VAT per annum support and hosting.

Netwise one off £499 plus VAT to build. £275 per annum support and hosting.

AMJ IT currently host the Parish Council emails. One off setup fee £1100 plus VAT, hosting £350 plus VAT per annum, and £100 per annum for website maintenance.

## **7. Working groups/committees/Nominees.**

To review the report written by Councillor Rob Woods and consider the appropriate options for the Council to help deliver the Village Plan. [Council Delegation Options.](#)

## **8. Review The Monitoring Officer Request to All Parish Councils.**

To review possible measures that would help reduce incidents of complaints and subsequent cost across the borough. To include suggestions for training topics for a future programme.

[Letter to Councils](#)

[Monitoring Officer Annual Report](#)

## **9. Maintenance Agreement.**

To review and agree to revised Maintenance Agreement from solicitor. [Maintenance Agreement.](#)

## **10. Hub Lease.**

To review the revised draft lease agreement. [Draft Lease.](#)

## **11. Lawn Mower Service.**

To agree lawn mower service £96 plus parts and VAT.

## **12. Finances.**

### **12.1. Items for Payment and Bank Reconciliation.**

To agree on items for payment in June (final list to be confirmed at the meeting) and agree the May bank reconciliation (see below).

List of items to be checked and signed.

### **12.2.** Received a refund £85 from KCC. This was a refund for the traffic monitoring that was cancelled along Redbrook Street. KCC will now pay for the reinstated traffic monitoring.

Received payment of £475 from D Tushingam towards the making the Chestnut tree safe on the village green.

These will appear in the June reconciliation.

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## 13. Correspondence.

The grant application will be sent to panel for approval on 23<sup>rd</sup> July. We will be invited to attend to discuss with the panel.

## 14. Items for Information or Agenda for Next Meeting.

(To receive items of information from members and/or for inclusion on the next agenda.)

## 15. Date and Venue of Next Meeting

Thursday, 25<sup>th</sup> July 2024 starting at 7.00 pm at Memorial Hall Annexe.

<b>Bank Reconciliation</b>	<b>May 2024</b>
Opening Balance	<b>£11644.55</b>
Salaries & HMRC	1576.63
Running Costs	2955.38
Pavilion Utilities	66.00
Total	£4598.01
Income	0.00
Expenditure	4598.01
<b>Cashbook Closing Balance</b>	<b>£7046.54</b>
<b>Bank Statement Balance</b>	<b>£11644.55</b>
Income	0.00
Expenditure	4598.01
<b>Bank Closing Balance</b>	<b>£7046.54</b>
<b>Difference</b>	<b>0.00</b>
<b>Reserve Account</b>	
Opening Balance	80705.57
Transfer to Current A/C	0.00

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Interest	70.55
<b>Balance</b>	<b>£80776.12</b>

**Total Held at May 31 2024** **£87822.66**

<b><u>Items for Payment</u></b>	<b><u>June 2024</u></b>
Salaries & HMRC (TBC)	1382.20
VGC Maintenance Agreement (Pavilion Electricity)	66.00
Memorial Hall (Extraordinary meeting)	18.00
Ian Philo (Petrol reimbursement)	32.40
Village Green Charity (Grant for insurance)	891.01
<b>Total</b>	<b>£ 2389.61</b>